

Public Safety Branch  
Fire Group  
Fire Medical Series

FIRE PARAMEDIC

10/02 (JAS)

**General Summary**

Under direction, as a Fire Medical Services (FMS) team leader on an assigned shift, oversee and provide victims of acute illness or injury highly advanced emergency medical care as qualified and transportation to designated medical facilities, and perform related in-field, primary preceptor, communications or medical records functions as required.

**Typical Duties**

Direct the operation of an assigned ambulance and the activities of its crew. Involves: Assign, instruct, guide, check, critique and report field work. Ensure adherence to applicable regulatory and departmental patient care, safety and medical protocols and procedures. Conduct employee training. Ensure that medical ledger and end of shift paperwork including vehicle and equipment checklists are complete. Participate in applicant interviews and selection. Act as relief shift supervisor in the absence of a Fire Medical Lieutenant or in situations requiring additional supervisory staff if delegated.

Perform assigned field paramedic duties. Involves: Evaluate nature and severity of illness or injury. emergency medical care; techniques used in providing emergency treatment. Evaluate patient care needs and render necessary emergency medical treatment by performing technically complex, advanced and basic life support and invasive medical procedures, and using equipment and medication as authorized or instructed by the coordinating physician including venipuncture, respiration management techniques such as endotracheal intubation and insertion of advanced alternative airways, administration of intravenous fluids and approved medications, application and monitoring of a Pneumatic Anti-Shock Garment (P.A.S.G.), operation of cardiac monitor to lethal dysrhythmia, defibrillation, and cardiopulmonary resuscitation (CPR). Operate radio or telephone equipment to establish and maintain contact with dispatcher, and with physician or other medical personnel to advise of patients' conditions, obtain further treatment instructions and arrange for reception of patients at treatment facility. Remove or assist in removing victims from accident or emergency scene. Drive or ride specialized rescue vehicle to emergency medical call locations as instructed by dispatcher and convey patients to specifies medical treatment facility. Assist in controlling crowds and protecting valuables.

Perform assigned support duties such as communications, general training or medical records system maintenance: Involves: Engage in call taking and triage, dispatching, computer operation, mapping, or special projects as directed by a dispatch supervisor. Conduct training classes and programs, develop lesson plans; engage in public education activities, participate in special projects, and make minor training equipment. repairs as directed by the Training Chief. Collaborate with operations and field crews to append, complete, publish and track electronic medical records, write and amend tables, and correct incident numbers on patient records. Upgrade electronic medical record software. Search system for and retrieve records requested by administration or other authorized persons. Confer with vendors and billing to obtain repair or preventive maintenance of personal data assistants (PDA), PDA mounts and patient record printers. Write bid specifications for new PDAs.

Under general supervision, engage in assigned fire fighting and prevention activities as qualified, if necessary. Involves: Respond to fire alarms with a company. Lay and connect hose. Hold nozzles and direct fog chemical or water streams. Raise and climb ladders. Use chemical lines and extinguishers. Forcibly enter buildings. Ventilate burning buildings. Evacuate persons from danger. Hold life nets. Perform salvage operations. Participate in fire drills. Attend training classes. Perform general fire station maintenance work. Make minor property and equipment repairs. Wash, hang and dry hoses. Maintain, test and operate firefighting equipment and apparatus as required. Keep informed of fire hydrant locations, water system layouts, city streets and buildings. Investigate fire causes and make routine inspections of buildings and immediate surroundings for fire hazards. Observe compliance with the fire code and regulations. Note conditions constituting hazards and recommend corrections and re-inspect for compliance. Report fire code violations.

Perform miscellaneous related duties such as those of absent co-workers to ensure continuity of operations. Involves: Prepare activity and administrative reports, complete forms and maintain accurate records including patient medical information, training and public education information, run and vehicle maintenance logs. Maintain unit medical supply inventory. Perform preventative maintenance and safety checks of vehicle and emergency equipment. Perform station or vehicle cleaning or maintenance duties as necessary including general cleanup, mopping, sweeping, yard work or other maintenance tasks. Attend periodic training to enhance skills, obtain and maintain certification.

**Knowledge, Abilities, and Skills**

- Comprehensive knowledge of emergency medical service procedures and protocols such as advanced life support, CPR and other patient care techniques, and occupational hazards and safety precautions.
- Good knowledge of City geography, landmarks and streets.
- Some knowledge of departmental policies, rules and regulations.

- Some knowledge of fire suppression methods practices and techniques, firefighting equipment operation, and fire extinguishing chemicals.
- Some knowledge of personal computers and software applications.
- Some knowledge of supervisory principles and practices.
- Some knowledge of customer service or public service principles and practices.
- Ability to read, understand and interpret oral, written or complex technical information to evaluate patient medical condition and provide emergency medical treatment.
- Ability to react quickly and calmly under extremely stressful conditions and make sound judgments in emergency situations following established procedures and carrying out complex physician orders with precision to select and apply suitable emergency treatment using specialized equipment and apparatus.
- Ability to establish and maintain effective working relationships with medical personnel, supervisors, employees and the public.
- Ability to clearly and concisely communicate both orally and in writing.
- Skill in safe operation and care of a large specialized rescue vehicles, emergency medical equipment, communications equipment, and personal computer and related software.

***Other Job Characteristics***

- Frequent driving through city traffic under normal and emergency conditions
- Frequent exposure to various weather conditions and dangerous situations on emergency calls such as hostility and undiagnosed diseases.
- Occasional moving of very heavy objects (100 pounds or more) such as to lift and carry injured persons.
- Occasional climbing, lying down, stooping, kneeling and bending.

***Minimum Qualifications***

Education and Experience: Graduation from high school or G.E.D., supplemented by successful completion of a training program leading to certification or credentialing as an Emergency Medical Technician (EMT) - Paramedic by the El Paso Emergency Medical Services System Medical Director, plus two and one half (2.5) years experience in the City of El Paso Fire or Emergency Medical Services Department as a Fire Medic, FMS EMT – Basic or FMS EMT - Intermediate.

Licenses and Certificates: Texas Class “C” Driver’s License or equivalent issued by another state. Possess at time of application and be personally responsible for maintaining while employed in this job class current state and local certification or credentialing at the EMT- Paramedic level.

***Special Requirements:***

- Meet applicable state health and safety code requirements and allied administrative regulations.
- Work other than standard workday or work week hours which includes being subject to call-back during non-working hours and mandatory overtime.

---

Human Resources Director

Department Head